

12 August 1963

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Revised Correspondence Handbook

1. The attached revised Correspondence Handbook [] is submitted for your approval, coordination and publication. In keeping with our policy to improve paperwork management programs the handbook was revised to update and modernize the Agency correspondence practices. This publication will rescind HB [] dated May 1955.

2. The Handbook was informally coordinated with [] OER, [] O/DCI, [] DDI, Mr. Joe [] TS Control Office. In addition, a copy of the draft was left with [] to be reviewed by [] in the Office of the Executive Director.

3. Any questions arising during the coordination may be referred to []

[]
Record Administration Officer

Attachment

FOREWORD

Rescissions:

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The Handbook is revised to update all correspondence practices and to provide for the changes necessary since its initial publication in 1952. New topics included in this Handbook are Reports, Minutes and Agenda, the Speedletter, and the Memorandum Form OF 10.

check on [A major change in the style format is introduced in the Handbook. The modified block style will be adopted for all memorandums and letters, except those letters prepared for the signatures of the DCI and the DDCI. By using the block style this Agency will conform to the standard style and format prescribed for Government-wide use. Adherence to a standard format and uniform appearance will increase correspondence efficiency. Where special types of communications are required the special instructions and Agency regulations pertaining to these will govern their preparation.]

Some practices which will speed up the preparation and processing of correspondence are the wider use of the Office Memorandum Form; use of the Speedletter, wherever possible; greater use of properly designed forms and form letters; making minor corrections with pen and ink rather than re-typing the entire letter; and keeping dictated letters and copies to a bare minimum. You are encouraged to utilize these practices to expedite correspondence.

All personnel who prepare or process correspondence will find some portion of the Handbook of interest to them. Revisions will be made as necessary and supplemental information issued for incorporation in the Handbook. Suggestions for its improvement will always be welcomed.

L. K. White
Deputy Director
(Support)